KEY-ENTRY

ACTION	TERMINAL
The terminal is in the standby mode. Press **f1** (In case of Ingenico IWLxxx/MOVExxxx terminal, Press the **leftmost** button on the key bar under the screen)	Welcome (or logo)
From the menu select „4-Manual trans" (to navigate through the menu use ▼ ▲ key bar keys or central keys on the key bar) and then press the **green** key (ENTER) to confirm.	<u>Transactions</u> 1-Send 2-Reversal 3-Card trans 4-Manual trans
Enter the card number and press **green** key (ENTER) to confirm.	<u>Manual trans</u> Enter - Card number
Enter the card expiration date and press **green** key (ENTER) to confirm. Transaction continues as a regular card payment.	<u>Manual trans</u> Expire date - (MMYY)
Terminal asks additional information about the transaction. Card present? Cust. e-mailed? Cust. calls? If the correct option is displayed, press the green key. To go to the next option, press the red key.	<u>Manual trans</u> Card present? No Yes
Enter the transaction amount.	Amount (EUR) 0,00

KEY-ENTRY WHEN MAKING PRE-AUTHORIZATION

ACTION	TERMINAL
The terminal is in the standby mode. Press **f2** (In case of Ingenico IWLxxx/MOVExxxx terminal, press the **second key from left** on the key bar under the screen)	Welcome (or logo)
From the menu select „2-Manual trans" (to navigate through the menu use ▼ ▲ key bar keys or central keys on the key bar) and then press the **green** key (ENTER) to confirm.	<u>Preauthorization</u> 1-Card trans 2-Manual trans 3-Finish 4-Reversal
Enter the card number and press **green** key (ENTER) to confirm.	<u>Manual trans</u> Enter - Card number
Enter the card expiration date and press **green** key (ENTER) to confirm. Transaction continues as a regular key-entry payment (see above).	<u>Manual trans</u> Expire date - (MMYY)